

20  
23



# UASI REGIONAL DRILL

Missouri City - Sugar Land - Lake Jackson - Brazoria County - Harris County  
Weston Lake - Houston - Jefferson County - Matagorda County - Conroe - Woodlands  
Jasper - Waller County - Austin County - Port Arthur - Colorado County - US Coast Guard  
Shenandoah - Baytown

**Southeast Texas  
Regional WebEOC**





# WEBEOC MONTHLY DRILL

## Southeast Texas WebEOC

← ↻ 🏠 <https://houston.webeocasp.com/Houston/default.aspx>

🔍 ⭐ 🔄 🏠 👤

[www.juvare.com](http://www.juvare.com)  
©2022 ESI Acquisition, Inc. WebEOC

## WebEOC Links

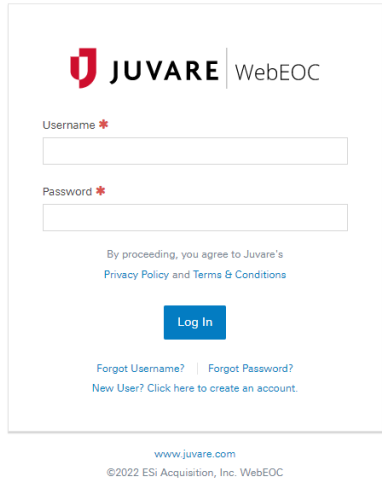
### Desktop URL:

<https://Houston.webeocasp.com/houston>

Username: Last Name, First Name, Last Four of your employee ID.

Password: utilize a password that you can remember, include special characters, capital letters.

**DO NOT SHARE Login Information- it is User Specific.**



## WebEOC Links

**Desktop URL:**  
**<https://Houston.webeocasp.com/houston>**

# WEBEOC

Username: Last Name, First Name, Last Four of your employee ID.  
Password: utilize a password that you can remember, include special characters, capital letters.  
**DO NOT SHARE Login Information- it is User Specific.**

- Log in using your username and password.
- Once logged in fill out the required information and proceed to the Houston Landing Page (home screen).

JUVARE WebEOC

### Select Position and Incident

Position  
(Select)

Incident  
Training

Cancel Continue

[Register for a Position](#)

JUVARE WebEOC

### Additional Login Information

Name \*

Location \*

Phone Number \*

Email \*

Comments

Cancel Continue

# REQUIRED INFORMATION

1. Go to <https://houston.webeocasp.com> and Log in.
2. Type in your username (LambertAllyson1234). Use the last four digits of your employee ID#. **LastnameFirstnameXXXX**
3. Enter your password.
4. Select your assigned position, if you do not know, refer to your Sentinel or EMC.
5. Select the Incident. (Drills will be conducted in current month training incidents which are defaulted).
6. **Additional Login Information: Enter your full name, your current location, enter your contact number and work email.**

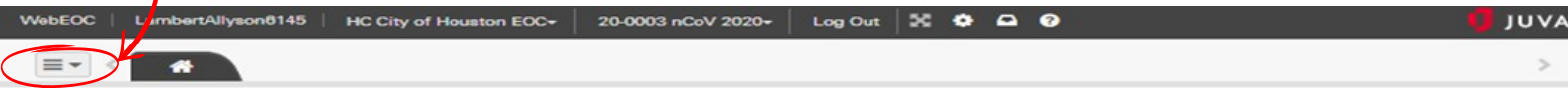
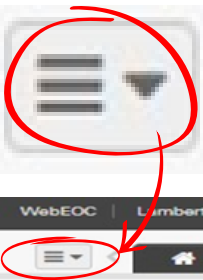
# WEBEOC HOME PAGE

Once you log in to WebEOC, you will be brought to the WebEOC Homepage. Below is an example of what your homepage may look like when you log in.

1. This displays the position you are logged in to. From this drop-down menu, you can change your position to any you have access to.
2. This displays the incident you are logged in to. From this drop-down menu, you can change the incident.
3. "Log Out" of WebEOC.
4. WebEOC Help Menu.
5. Access the "Control Panel," which will be covered in the next section.
6. WebEOC works with "tabs" (much like your internet web browser). This tab will bring you to the homepage. Once you begin to open "boards," more tabs will open to the right of the homepage (one for each board you open).

Access your control panel.

Click on the board labeled "Operations Center Status Board" from the control panel. Find your EOC.



## Notifications

### System-wide Message

**Southeast Texas Region Service Area supported by Houston Urban Area Security Initiative (UASI)**

Sentinels: For questions or troubleshooting, please contact Artillia Haughton, Regional Administrator via email.

For account lockouts or password resets, contact Allyson Lambert via email: [webeoc@houstontx.gov](mailto:webeoc@houstontx.gov)

- Regional Administrator | Artillia Haughton | [artillia.haughton@houstontx.gov](mailto:artillia.haughton@houstontx.gov) | C- 346-547-9093
- WebEOC Programmer | Allyson Lambert | [allyson.lambert@houstontx.gov](mailto:allyson.lambert@houstontx.gov) |

**All other users, please contact your Sub-Administrator or Sentinel.** (Updated February 2023)

**Note that sharing user accounts is prohibited.**

[Navigating WebEOC User Guide](#) (Updated Jan 2022)

[WebEOC Basic Function Refresher](#) (YouTube Mar 2022)

**COVID-19**

# OPERATIONS CENTER STATUS BOARD

Find your EOC.

| Operation Center                                 | Status                        | Event   | Action           |
|--|-------------------------------|---|------------------|
| Greater Houston Red Cross                        | EOC IV (Routed Readiness)     | Last Updated: 03/03/2023 18:55:18                                       | Details Edit     |
| City of Houston - HPO                            | EOC IV (Routed Readiness)     | Last Updated: 03/03/2023 18:53:21                                       | Details Edit     |
| City of Lake Jackson - EOC                       | EOC IV (Routed Readiness)     | Last Updated: 03/03/2023 18:48:47                                       | Details Edit     |
| City of Houston EOC                              | EOC III (Increased Readiness) | Houston Rodeo Black Heritage Night<br>Last Updated: 03/03/2023 18:03:48 | Details Edit     |
| City of Missouri City EOC                        | EOC IV (Routed Readiness)     | Last Updated: 03/03/2023 06:47:38                                       | Details Edit Map |
| Wharton County EOC                               | EOC IV (Routed Readiness)     | Last Updated: 02/27/2023 11:18:33                                       | Details Edit     |
| Montgomery County Office of Emergency Management | EOC IV (Routed Readiness)     | Last Updated: 02/08/2023 14:28:58                                       | Details Edit     |
| Montgomery County Public Health                  | EOC IV (Routed Readiness)     | Operation Paratus Exercise<br>Last Updated: 02/08/2023 14:52:08         | Details Edit     |

To sign-in click the "Details" button next to edit in the upper right corner.

| Comment                           | Action       |
|-----------------------------------|--------------|
| Last Updated: 03/03/2023 19:50:19 | Details Edit |

**Operation Center Details**

City of Houston EOC  
ICS Structure  
5320 N Shepherd  
Houston TX

Phone: 713-884-4500  
Phone Alt: 713-884-4501  
Fax:

Personnel: 0

Check-In History **Check-In**

Click "Check In."

**Personnel Check In**

Name: Allyson Lambert  
Contact Number: +18305001661  
Email: allyson.lambert@houstontx.gov  
Location: 5320 N Shepherd  
Comments:

Position: HC City of Houston EOC  
ICS: [dropdown]  
Department: Office of Emergency Manager  
Agency: [dropdown]

Save Cancel

The fields should be pre-populated. Fill out any blank ones. Click "Save."

To sign out, click "Check Out," next to your entry on the right-hand side.

Click "Save."

# OPERATIONS CENTER STATUS BOARD

Sentinels, please change your activation level to LVL III Increased Readiness. Type in the comments the date time group and **"WebEOC Regional Drill"**

Readiness Levels are as follow:

- LVL IV (Routine Readiness)
- LVL III (Increased Readiness)**
- LVL II (Limited Activation)
- LVL I (Full Activation)

To change the readiness level of the EOC for an activation click "Edit" from the Operations Status Board Interface:

| Operation Center    | Status                     | Comment                           | Action                                       |
|---------------------|----------------------------|-----------------------------------|--|
| City of Houston EOC | LVL IV (Routine Readiness) | Last Updated: 03/24/2023 09:08:48 | <a href="#">Details</a> <a href="#">Edit</a> |

To sign-in click the "Details" button next to edit in the upper right corner.

| Comment                           | Action                                       |
|-----------------------------------|--|
| Last Updated: 03/03/2023 19:50:19 | <a href="#">Details</a> <a href="#">Edit</a> |

### Operation Center Input

[Save](#) [Cancel](#)

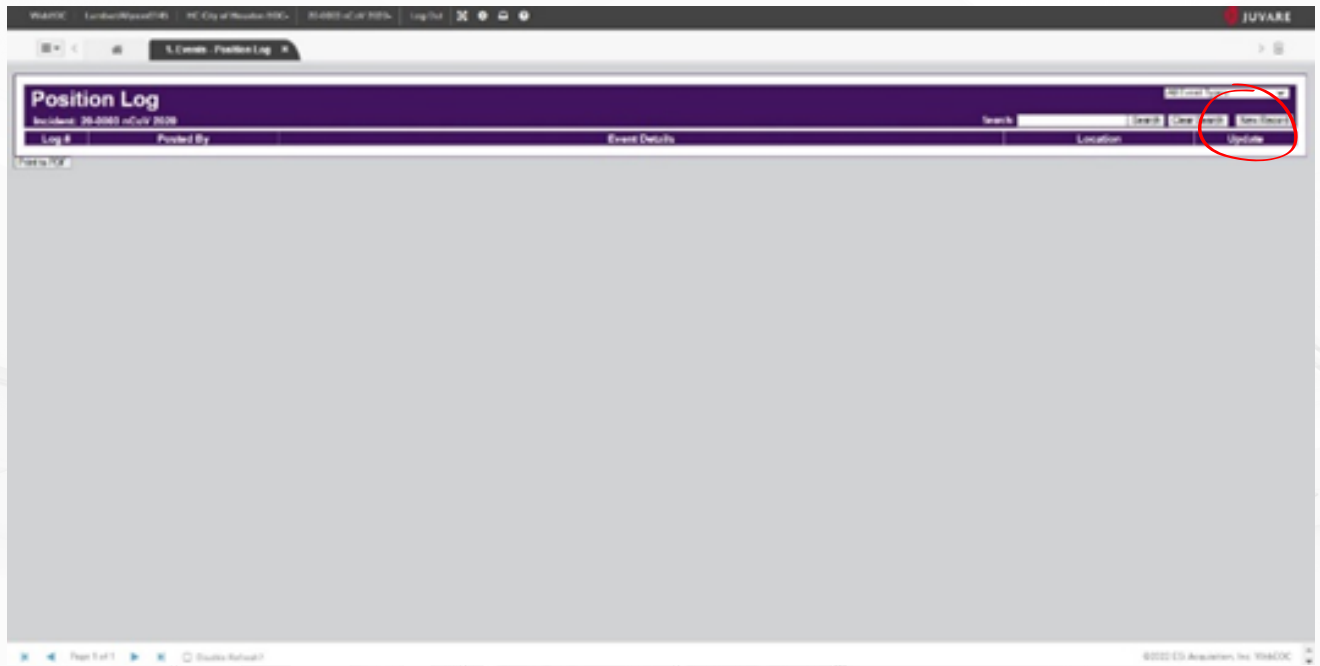
|                          |                            |                |                 |
|--------------------------|----------------------------|----------------|-----------------|
| Operation Center Name    | City of Houston EOC        | Street Address | 5320 N Shepherd |
| Organizational Structure | ICS                        | City           | Houston         |
| Main Phone               | 713-884-4500               | State          | TX              |
| Alternate Phone          | 713-884-4501               | County         | Harris County   |
| Fax                      |                            | Zip            | 77091           |
| Activation Status        | LVL IV (Routine Readiness) | Latitude       |                 |
| Comments                 |                            | Longitude      |                 |

Select the drop down from Activation Status, select the level of activation decided on by the chain of command, add any comments such as why the EOC is activated, click "Save" upper right-hand corner.

Once the drill is over, next day, change the readiness level back to normal operations for your jurisdiction and ensure users are checked out of the EOC. Remain in your Sentinel position in EOC to accomplish this.

# EVENTS POSITION LOG

Navigate to the Control Panel, select Events- Position Log



Click on "New Record" (top right-hand corner)

A screenshot of the "Log Entry" form. The form is titled "Log Entry" and "Incident: 23-X003 March Training". It has several sections: "Description of Event" with a "Record History" field and a "New Information / Update" field (callout 1); "Categorize this Entry" with dropdowns for "Urgency" (callout 2) and "County" (callout 4), and checkboxes for "City Event", "Recommend County Event", "Recommend to CMOC", and "Regional Event" (callout 5); "Mapping Information" with fields for "Location of Name (Map Label)", "Address", and "Lat / Long"; and "Attachments" with two "Choose File" buttons (callout 6). A "Save" button is circled in red at the bottom right.

Click on Events – Position Log / Events – Agency Key

Click New Record

- 1.Type in New Information/Update field
- 2.Select Categorize this Entry – that relates to the information about to be posted  
(This is a Drill - Current Date)
- 3.Select Urgency – either information is urgent or routine
- 4.Select County – it's defaulted for local government agencies. If information isn't inside that county, select the proper county
- 5.Click Recommend City , CMOC, and/or County Event (whichever one applies to you)



# STAR BOARD



Navigate to the Control Panel, select the STAR board.

Admin Test Position - Houston (1) My Open Act

Training All DDCs Harris Following

| Request Number  | Requestor Info   | Request Description  |
|---|--|--|
| 16A-324092<br>23-X009 June Training<br>Follow                         | CMOC Logistics (CoxCarrie0779)<br>+17138767099<br>carrie.cox@setrac.org<br>County: Harris<br>DDC: 16A                            | 10 O2 Tanks<br>Quantity: 10 (Each)<br>ABC                    |
| 16A-321001<br>WebEOC Training Incident<br>Follow                      | City of Houston - EMC (HurricaneExercise0101)<br>+15124245333<br>ernesto.vazquez@tdem.texas.gov<br>County: Harris<br>DDC: 16A    | Sandbags<br>Quantity: 20000 (Each)<br>Flood Control          |
| 16A-321493<br>23-X006 April Training<br>Follow                        | HC City of Pasadena Parks & Recreation (TorresBrandon1405)<br>3462170990<br>btorres@pasadenatx.gov<br>County: Harris<br>DDC: 16A | Test<br>Quantity: 1 (Each)<br>test                           |
| 16A-320397<br>2023 Daily Ops Log<br>Follow                            | City of Lufkin - EMC (HurricaneExercise0101)<br>+15124245333<br>ernesto.vazquez@tdem.texas.gov<br>County: Harris<br>DDC: 16A     | Water<br>Quantity: 5000 (Gallon)<br>1ea 5000 gal water tank. |
| 16A-319477<br>23-X002 Regional Exercise - Sentinel Playbook<br>Follow | AA System Sentinel (WalkerGinger9745)<br>+17137430583<br>gkwalker@uh.edu<br>County: Harris                                       | Testing<br>Quantity: 1 (Each)<br>Testing the Process.        |

Training Environment will be indicated as the blue "New Request" button and in the Filter Bar.

1. STAR – State of Texas Assistance Request – Used to request a resource (equipment or personnel)
2. Click on New Request (top left screen).
3. Red request button means it's a real request. Use Blue for this drill,
4. Change live to Training
5. Requestor and Delivery Info tab (tab 1)
6. Select the correct county for your position (in yellow box)
7. Complete Delivery Information
8. Request Description tab (tab 2)
9. Fill out Request, Quantity, Data Needed, How long needed, Description, Justification fields
10. Review, Route and Submit tab (tab 3)
11. Review fields from tab 1 and tab 2
12. Sign under Requestor Signature
13. Routing option will appear after signing
14. Select Fill locally, City or County Routing Options (Select One)
15. Select STAR Status – Routing
16. Complete the To: This is the position that you are sending the request to.
17. Select position and then arrow to move to Send.
18. Press Submit once completed

## Example of Navigation

Requestor and Delivery Info   Request Description   Review, Route and Submit

**Requested by Position and Name:**  
Admin Test Position - Houston (1) **1** - LambertAllyson6145

**Requestor Phone Number:**  
+18327631454

**Requestor Email:**  
allyson.lambert@houston.tx.gov

**Submit Request To (County):**  
Harris **2**

**Delivery Information:**  
 Saved Location  
 New Location  
 No Location Needed **3**

**Pre-filled with the last used address or select a different options above**

**Name:**  
Test Facility

**Address:**  
1234 Test Rd **4**

**City:** Test City   **State:** TX   **Zip:** 77484   [Map It](#)

**Longitude:**   **Latitude:**

**Additional Information:**  
Test Additional Info

**Provide Map, Diagram, etc, if available**  
[Choose File](#) No file chosen

**Point of Contact Name:** Test Point of Contact   **Point of Contact Phone:** 1234567890

**Point of Contact Email:** test@testemail.com   **Point of Contact Fax:**

[Return To List](#)   [Save as Draft](#) **5**

Requestor and Delivery Info   **Request Description**   Review, Route and Submit

**Request:** **1**  
PC 2662 - Equipment for Cost Specialist Jane Coastie **1**

**Quantity:** **1**  
1   Each **2**

**Date Needed:** **1**  
07/26/2023 8:30 PM **3**

**For How Long:** **1** **4**  
 Consumable Resource  
 Demob / Returnable Resource  
Number:   Unit: **5**

**Request Description:** **1** **5**  
Provide detailed description of resources/services needed:  
-Project Code  
-Include all available information (i.e. SKU numbers, item numbers, color, size, URL, etc.)  
-Provide package details and/or measurements (i.e. case, box, roll, etc.)  
-If ordering liquids, provide quantity (liter, gallon, ounces, etc.)  
Provide Spec sheet, Additional Forms, etc, if available  
[Choose File](#) No file chosen

**Justification / Purpose of Request:** **1** **6**  
Provide details of why the resource/service is needed (i.e. personnel needs, equipment to fulfill Cost specialist duties)

[Return To List](#)   [Save as Draft](#)

## Example of Navigation

|  |  |   |                                 |
|--|--|---|---------------------------------|
| <b>Requestor and Delivery Info</b>   |  | <b>Request Description</b>  | <b>Review, Route and Submit</b> |
| <b>Requestor Information</b>   |  |   |                                 |
| <b>Requested by Position and Name:</b><br>Admin Test Position - Houston (1) - LambertAllyson8145 |  |   |                                 |
| <b>Requestor Phone Number:</b><br>+18327631454   |  | <b>Submit Request To (County):</b><br>Harris  |                                 |
| <b>Requestor Email:</b><br>allyson.lambert@houstontx.gov   |  |   |                                 |
| <b>Request Description Edit</b>  |  |   |                                 |
| <b>Request:</b><br>PC 2862 - Equipment for Cost Specialist Jane Coastie                          |  |   |                                 |
| <b>Quantity:</b><br>1  |  | <b>Unit:</b><br>Each  |                                 |
| <b>Date Needed</b><br>07/26/2023 8:30 PM   |  | <b>For How Long</b><br><input type="radio"/> Consumable Resource<br><input checked="" type="radio"/> Demob / Returnable Resource<br>Number:      Unit:<br><input type="text"/> <input type="text"/> |                                 |

-Project Code  
-Include all available information (i.e. SKU numbers, item numbers, color, size, URL, etc.)  
-Provide package details and/or measurements (i.e. case, box, roll, etc.)  
-If ordering liquids, provide quantity (liter, gallon, ounces, etc.)

### Justification / Purpose of Request:

Provide details of why the resource/service is needed (i.e. personnel needs, equipment to fulfill Cost specialist duties)

numbers, color, size, URL, etc.)  
box, roll, etc.)  
tc.)

personnel needs, equipment to fulfill Cost

### Delivery Information Edit

**Name:**  
Test Facility

**Address:**  
1234 Test Rd

**City:**      **State:**      **Facility Zip:**  
Test City      TX      77484

**Longitude:**      **Latitude:**  
     

### Additional Information:

Test Additional Info

**Point of Contact Name:**      **Point of Contact Phone:**  
Test Point of Contact      1234567890

**Point of Contact Email:**      **Point of Contact Fax:**  
test@testemail.com     

### Request Signature

**Request Number:**      **Incident Name:**  
16A-324527      23-X010 July Training

**Signature Required Before Displaying Routing Options**

**Requestor Signature:**

**Requestor Signature Tag:**



1

Review all fields for accuracy.

Type your name in the "Requestor Signature Box", this will populate new fields below for routing.

The screenshot shows a web form for STAR Board submission. At the top, there is a 'Requestor Signature' field with a red asterisk, a 'Date/Time' field auto-populated with '7/26/2023 09:01:57', and a 'Requestor Signature Tag' field. Below are three routing options: 'City Routing Options (Select One)' with a 'Fill Locally' button, 'County Routing Options (Select One)' with a 'Fill at County' button, and 'DDC Routing Options (Select One)' with a 'Fill at DDC' button. A red box with the number '2' has three arrows pointing to these three routing options. The 'STAR Status' dropdown menu is set to 'Routing' and is circled in red, with a red box containing the number '3' next to it. Below this are 'Responsible Entity' and 'Following' sections, each with a 'select:' dropdown, navigation arrows, and a 'Send:' dropdown. At the bottom, there is a 'Return To List' button, a set of navigation icons (back, lock, forward) with a red box around the forward icon, and a green 'Submit' button circled in red with a red box containing the number '4' next to it.

Enter your first and last name in "Requestor Signature" block. Date and time with auto-populate.

Departments may only route to "Fill Locally."  
Cities may "Fill Locally" or, if the resource is not available at the City level, "Route to County."

Counties may "Fill at County" or "Route to DDC."

**STAR Status**  
Upon Selection of routing option, STAR will automatically move to "Working" Status.  
Change the status to routing.

**Responsible Entity**  
From the drop-down box on the left, select the appropriate position to work the STAR.

Once selected, utilize the right-side arrow to move the selected position over to the "Send" field at the right.

Submit: Once all fields have been reviewed for accuracy, click "Submit" (bottom right) to finish the STAR Submission.